

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

OR NOTICE AO – 82

**FOR: COUNTY OFFICES**

## Special Emphasis Program (SEP) & Civil Rights Managers

**APPROVED BY:** State Executive Director



LEF:mac

### 1 Overview

#### A Background

The mission of the **Special Emphasis Program (SEP)** is to promote the understanding and value of cultural and individual diversity. The program was established to enhance the opportunity of designated EEO groups in the areas of:

- Recruitment
- Employment
- Career development
- Upward mobility

The SEP Manager (SEPM) serves as subject matter expert, an advisor to management, and a fact-finder reviewing Agency records to evaluate Agency policies, practices, and procedures. The SEPM is an information source on programs, trainings, etc. and also advocates for the SEP's.  
19-PM (Rev. 7) para. 297

County office employees are encouraged to participate in SEP Program activities during regular duty hours (subject to CED approval) or on their own time (after hours such as:

<b>Black History</b>	<b>Women's Equality</b>
<b>Native Americans</b>	<b>Women's History</b>
<b>Asian American and Pacific Islander</b>	<b>Hispanic Heritage</b>

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**DISPOSAL** October 1, 2003

**DISTRIBUTION** County Offices, DD's STO

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### A Background, *Continued*

The **State Civil Rights Coordinator** (SCRC) shall ensure that no person in the state shall be denied participation in, the benefits of, or be otherwise subjected to discrimination under any FSA program, service, or activity. The SCRC will:

- be responsible to ensure that FSA programs are administered in a nondiscriminatory manner.
- act as technical advisor to SED and AO in all matters involving civil rights issues
- attend annual FSA SCRC training as required.
- serve as the primary coordinator for all program civil rights activities in cooperation with program specialists and the Administrative Officer.
- ensure that all discrimination complaints filed with the State Office or Service Center's are referred promptly to CR.
- ensure that the identity of complainants are kept confidential, except to the extent necessary to gather information to assist in fact-finding inquiries or investigations.
- monitor complaints to ensure that National Office, State Office, and Service Center officials take no adverse actions on any complaint until authorized by CR&SBUS
- carry out assigned civil rights responsibilities. Refer to 18-AO (Rev. 2) par. 37

### B Purpose

The purpose of this notice is to remind counties that:

- **Linda Weiler is the current Special Emphasis Program Manager (541) 278-8049**  
e-mail address: [linda.weiler@or.usda.gov](mailto:linda.weiler@or.usda.gov)
  - **Harvey Bush is the current Civil Rights Coordinator for Oregon (503) 692-6830**  
Ext. 236 e-mail address: [harvey.bush@or.usda.gov](mailto:harvey.bush@or.usda.gov)
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